

**Urban Weatherization Initiative  
Board Meeting  
Meeting Minutes  
Friday, June 15, 2012**

**Meeting was called to order at 11:00 AM by UWI Board Chair, Percy Harris  
Meeting Location: Chicago, Illinois**

**Attendees:**                   **Voting Board Members:** Percy Harris, Deborah Harrington, Melissa Williams  
**DCEO Staff:** Carmen Colvin, Angela Foster, Gwendolyn Davis, Sarah Atkins  
**Other:** Marcelyn Love and Bill House

- I. Approval of Minutes from Board Meeting on May 18, 2012
  - Page 2 of board meeting minutes from May 18, 2012 needs to be amended. The amended minutes should read: Future board meetings should include events as a part of those particular board meetings.
  
- II. Marketing
  - Carmen has been in contact with the Communications Director at DCEO regarding press release for the RFP Phase III.
  - Additional events to come;
  - Summer: DCEO outreach to the population via radio/other marketing strategies to promote the program.
  - Fall: utilize marketing strategies to showcase programs that are doing well from the summer.
  - Melissa Williams: Grantees have advertisements in newspapers marketing their program. Also, do an email blast with the most current brochure in order to get the word out about the RFP.
  - Deborah Harrington: Are events something that need to be scheduled now?  
Carmen Colvin: We can work around the dates of the Board Meeting. The Board meets every 3<sup>rd</sup> Friday of the month. An event could be on a Thursday with the Board Meeting on that Friday.
  - The grantees have been instructed that any document for marketing needs to have the UWI logo. Also, all marketing material that is being used by the grantee needs to be forwarded to the Grant Manger for approval before being distributed.
  
- III. Budget Discussion 2013-2017
  - The program is not growing fast enough.
  - Carmen has forwarded a draft of the budget to the CFO and Director.
  - Carmen requested modifications to the budget in order to send the drafted budget out.
  - Board members requested that the drafted budget be forwarded to them as well as projected staff and future projected budget.
    - UWI Budget Projections
    - Home Energy Auditors-# of grantees=6; FY2012 Projected Expenditures=\$1.6M; # of grantees=30; FY2013 Projected Expenditures=\$15M; # of grantees=60; FY2014 Projected Expenditures \$30M; # of grantees=90; FY2015 Projected Expenditures=\$45M; # of grantees=120; FY2016 Projected Expenditures=\$60M.

Weatherization Specialist Training-#of grantees=10; FY2012 Projected Expenditures=\$3,398,444; # of grantees=30; FY2013 Projected Expenditures=\$15M; # of grantees=60; FY2014 Projected Expenditures=\$30M; # of grantees=90; FY2015 Projected Expenditures=\$45M; # of grantees=120; FY2016 Projected Expenditures=\$60M.

Residential Weatherization Program—Est.

-# of grantees=0; FY2012 Projected Expenditures=\$0(N/A); # of grantees=20; FY2013 Projected Expenditures=\$10M; # of grantees=40; FY2014 Projected Expenditures=\$20M; # of grantees=60; FY 2015 Projected Expenditures=\$30M; # of grantees=80; FY2016 Projected Expenditures=\$40M.

Sub-Total by Year - # of grantees=16; FY2012 Projected Expenditures=\$4,998,444; # of grantees=80; FY2013 Projected Expenditures=\$40M; # of grantees=160; FY2014 Projected Expenditures=\$80M; # of grantees=240; FY2015 Projected Expenditures=\$120M; # of grantees=320; FY2016 Projected Expenditures=\$160M.

Increase in Staff - FY2013=3; FY2014=6

Grand Total Expenditures/2012-2017 -\$404,998,444

Salaries and Wages

-FY2012=\$4M

-FY2013=\$3,348,513 (Revised)

Administrative Cost-2012-2017

-FY2012=\$525K

-FY2013=\$525K

Intergovernmental Agreements

-25% Inspections, Auditing, Training, Quality Control Issues; FY2012=\$1.5M

Program Projections

HEA Certifications=\$1,089,060.00 Current Staff

WST Certifications=\$840,000.00 Projected Staff

Employment Projections=\$1,260,000.00 Projected Staff

Homes Weatherized=\$159,453.00 Cost of Living

TOTAL: \$3,348,513.00

#### IV. Expansion of Target Areas

-Need to expand to Chicago southland.

-Group areas in the 'Southland' together that are struggling.

-Percy: These communities are eligible under this heading: South Suburban Communities.

-80 Grantees to spend \$40 Million.

-10% or more unemployment rate

-Carmen Colvin: Projected budget—what is the protocol to proceed with getting a more accurate draft of the budget for the number of communities served?

-Board agrees with 10 communities

Melissa Williams: What about 20 over the course of 10 years?

Percy Harris: Southland includes all areas on the list except Joliet.

#### V. Intergovernmental Agreements

University of Illinois

## Standardized Curriculum

### Residential Weatherization Grantees Training

- UWI Staff visited the University of Illinois Weatherization Training Program.
- Take into consideration standardizing the curriculum for the Home Energy Auditor Program and the Weather Specialist Program.
- The Board requested a copy of the curriculum from this visit to be forwarded to the board members by July's meeting.

## VI. General Discussion

- Current Chair: Percy Harris. Nominated by Deborah Harrington, and was second by Melissa Williams. Percy Harris will remain the Board Chair.

## VII. Next Meeting

July 20, 2012-Chicago IL

## VIII. Executive Session

## IX. Adjournment

Submitted by:

Sarah Atkins

Grant Manager